



# SITE PREPARATION FOR FUTURE DEVELOPMENT

## BACKGROUND

The following excerpt from The Zoning Ordinance describes one exception to the “Borrow Pit” definition. This use requires an Administrative Permit for “Site Preparation” as described in this handout.

### Zoning Ordinance Section 1110, Definition (B)

**Borrow Pit:** Premises from which soil, sand, gravel, decomposed granite or rock are removed for any purpose except:

9. Where such removal is to complete within one year from commencement of such removal the grading of land for the preparation of a site for future development; provided (1) the premises, from which the material is removed, are located in a commercial or industrial zone, (2) the sale of any material removed is secondary to such purpose, (3) on site processing of any material to be removed is prohibited, (4) such removal and grading of land is in accordance with an approved grading plan, (5) the removal and grading would not have a significant detrimental effect on the site or surrounding area, and (6) an Administrative Permit for such removal and grading is approved by the Director.

## REQUIREMENTS FOR SITE PREPARATION ADMINISTRATIVE PERMIT:

1. Completed forms: Application Deposit Acknowledgment and Agreement (DPLU #126), Discretionary Project Application (DPLU #346), Supplemental Application Form (DPLU #346S), Ownership Disclosure (DPLU #305) and Evidence of Legal Parcel (DPLU #320).
2. Ten copies of the plot plan. The plot plan should be 24” x 36” but may vary according to the project size. They shall be submitted as blue, black or brown line prints, and shall be drawn to scale no larger than 1” =200’ nor less than 1” =400’. All plot plans shall be prepared by a registered civil engineer, landscape architect, architect or licensed land surveyor and shall contain the following:

### A. General Information

1. Name, address and telephone number of person preparing the plan.
2. Date when plan was prepared and any revision dates shall be indicated.
3. North arrow and scale.
4. Vicinity drawing showing location of the site when need not be to scale.
5. Names and widths of adjacent streets and interesting streets.
6. Name, address/telephone number of project developer and/or contractor.